



## **Auburn's Neighborhood Matching Grant Program**

Community Services Division

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### **Guidelines for Neighborhood Matching Grants**

#### **GENERAL OVERVIEW:**

The City of Auburn's Neighborhood Program strives to create and maintain safe and friendly neighborhoods that keep Auburn a great place to work, live and raise a family. The Neighborhood Program offers Neighborhood Matching Grants to create and support partnerships between the City of Auburn and neighborhood groups and organizations to produce neighborhood-initiated planning, organizing and improvement projects.

Neighborhood Matching Grants are available to incorporated neighborhoods and/or groups within the city limits of Auburn. The City will consider proposals relative to the benefits it generates for a targeted area and its compliance with City policies and guidelines. The City will select a proposal and offer to match a neighborhood's contribution up to a maximum of \$5,000 per project. Neighborhood contributions may include volunteer time, cash or material donations and in-kind services. A Project Coordinator(s) should be selected by the group to lead in the organization and implementation of the project. Grants considered for funding should:

- (a) Provide a product or activity that benefits the entire neighborhood within one year after the grant award.
- (b) Emphasize neighborhood self-help.
- (c) Involve neighborhood residents in the planning and implementation of the project.
- (d) Beautify neighborhoods and/or address issues and concerns held by the majority of the residents of a particular neighborhood.
- (e) Be supported by at least 51% of affected area.

#### **WHO IS ELIGIBLE?**

A Neighborhood Group that is an existing, incorporated, nonprofit organization of some kind (including HOAs and Churches) that comes together to work on a mutually agreed upon project that benefits the residents of a specific area is eligible. A Neighborhood Group is an organization of residents or businesses that are committed to improving the quality of life within their resident neighborhood. The Neighborhood Group does need to be incorporated. At least 51% of the members of the group must reside, work or have a business located within the boundaries of the affected neighborhood. The group must be inclusive of all the residents within the vicinity of the affected neighborhood, both in decision-making and implementing the project. An eligible Neighborhood Group is defined by having met the following requirements:

- ✓ Have a boundary established by the proponents of one or more neighborhoods within the limits of the City of Auburn.
- ✓ Be open to membership of all residents, including young people between the ages of 12 to 18 and senior citizens. Membership fees, or comparable devices, can not be used to restrict any resident within the designated neighborhood from voting on matters concerning the Neighborhood Project.
- ✓ Plan to hold at least one planning meeting to discuss the project with your Neighborhood group and get their support (a Support Form will be required as part of the application). We also suggest one meeting during the implementation of the project and one meeting at the end of the project to make sure everyone remains involved with the project.
- ✓ Designate at least one member of the Neighborhood Group to represent it as its Project Coordinator.

### **WHO IS NOT ELIGIBLE?**

In general, organizations or groups that do not represent a specific, targeted neighborhood should not apply. Awards will not be made to individuals, single businesses, government agencies, political groups, state and national foundations. Organizations who currently receive public funding to provide the same product or activity are not eligible for a Neighborhood Grant. Organizations designed to elect candidates to public offices or lobby legislation are not eligible for funding. Projects already in progress, or with incurred costs, are not eligible.

Religious organizations are eligible provided the organization does not discriminate against any person on the basis of religion or give preference or limit services on the basis of religion. The religious organization can not provide any religious instruction or engage in any proselytizing while on the project site or while engaged in the business of implementing the project. The project can not contain religious symbols or decorations other than those permanently affixed to a pre-existing structure or normally and routinely worn as part of the participant's clothing or apparel.

### **WHAT CAN I DO?**

Neighborhood groups may request one of the following grants:

(a) **Neighborhood Improvement Grant:**

Grant awards up to \$5,000 for neighborhood improvements that can be completed within 12 months. Eligible projects include neighborhood beautification/clean-up, activities that promote crime prevention, address a particular neighborhood issue/concern or to help organize neighborhood groups and promote civic engagement. A group that represents a specific neighborhood should submit the grant application. The neighborhood group must be inclusive of all residents and businesses within their neighborhood. The product or service generated by the grant must be located within the city limits of Auburn. A dollar-for-dollar match is required. Neighborhood contributions may include volunteer time, cash or material donations and in-kind services. The grant application requires match pledge forms and the designation of at least one project coordinator.

(b) Tree Grant:

Grant awards up to \$1,000 to purchase trees for neighborhood residents to plant along city streets in accordance to City codes and guidelines. Neighbors may request trees from a list prepared by the City regarding the varieties of trees that satisfy the City's codes and guidelines. Each tree will need to be adopted by a neighbor willing to assume the responsibility for its care and maintenance. Trees are delivered to a designated location near the planting site. Before deliveries are made, participants must attend a training workshop provided by the City. At this workshop, participants will learn how to complete their grant application form. The process includes preparing a "Neighborhood Forest Plan". They will need to organize the efforts to plant the trees including providing the necessary tools. Once the trees are planted, the grant applicants assume responsibility for watering and maintaining their trees.

**WHAT ARE INELIGIBLE PROJECTS AND COSTS?**

The project must be non-profit in nature and must be developed and completed in compliance with city guidelines and requirements. The following are projects and costs that are generally ineligible for funding through Neighborhood Matching Grants:

- (a) Projects that do not comply with City guidelines and requirements.
- (b) Projects that require long-term maintenance. If continual maintenance is required, the applicant must demonstrate, before the grant is awarded, how they plan to fund the necessary operation and maintenance of the project.
- (c) Expenditures or financial commitments made before all parties sign an Agreement regarding the Neighborhood Matching Grant are not eligible for funding or match.
- (d) Ongoing services are not eligible for a Neighborhood Matching Grant. Ongoing services are defined as activities and/or products that neighborhood groups currently provide without a Neighborhood Matching Grant.
- (e) The following budget items are not eligible for grant funding but may be used to satisfy the match requirements:
  - Food and Beverages
  - Tools and Equipment
  - Out-of-City Travel Expenses
  - Administrative Overhead

## **WHAT DOES THE PROJECT COORDINATOR DO?**

The Project Coordinator(s) should be selected by the Neighborhood Group. While there is no typical person who fits the profile for a Project Coordinator assignment, all people selected as Coordinators demonstrate a commitment to service. They have a willingness to use their time and abilities to improve the lives of others and an interest in learning new skills. Within their assigned neighborhoods, Project Coordinators:

- Plan projects and events that implement the City's neighborhood strategy.
- Recruit a group of residents who have an interest in the successful completion of the project. This group becomes the project's stakeholders.
- Identify and mobilize the resources necessary to complete the project.

City staff will communicate with Project Coordinators periodically to review their strategies, implementation plans and monitor project progress.

## **HOW DOES THE MATCH WORK?**

For every dollar requested from the City, the applicant must provide at least a dollar of match. The match may take the form of cash, donated professional services or materials, or volunteer labor. Match pledge forms are part of the Neighborhood Matching Grant application. The following are the requirements for eligible match:

- The total amount of the match must equal or exceed the dollar amount requested from the City's Neighborhood Matching Grant.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, was necessary to complete the project.
- Volunteer time is valued by the City at a rate of \$18 per hour (established by the National Volunteer Organization). Volunteer time can not include time spent fundraising or time spent planning the project and preparing the grant proposal. Volunteer time must be recorded on attendance sheets provided by the City or comparable forms provided by the applicant.
- Professional services will be recognized at their customary rates. Donors of professional services will need to document the value of their contribution on letterhead from the agency providing the professional service.
- Donated materials or supplies are valued at their retail price. Borrowed tools and equipment can also be considered as part of the match and valued at the standard rental fee rate. The donor will need to provide documentation on the value of the donated tools and equipment along with the times and dates that it was used.

## **HOW ARE THE BILLS PAID?**

Procurement of goods and services purchased with Neighborhood Matching Grant funds must be in accordance with the City's purchasing policies. Funds allocated to the project must be used solely

and strictly for the activities or services stipulated in the grant application and/or project budget narrative.

(a) **Reimbursement:**

Since the Neighborhood Group must be an existing, incorporated, nonprofit organization large enough to finance the project, the City will reimburse the organization after the service or activity is finished. The City will provide the organization a purchase order that lists eligible costs and the maximum amount authorized for reimbursement. Request for reimbursement must include copies of relevant invoices submitted by contractors and vendors for payment and/or other documents that support the actual expenditure of funds.

**HOW DO YOU APPLY?**

Applications will be taken once during each calendar year. Grant awards will be made until the City's appropriation for Neighborhood Matching Grants is exhausted. Applicants who do not receive funding are welcome to re-apply. Grant applications are available at the City of Auburn. Electronic copies of the application forms are available on the City's website at: <http://www.auburnwa.gov>.

**SUBMITTING YOUR GRANT APPLICATION & MORE INFORMATION:**

Proposals must be made on the application form provided by the City; telephone or oral request will not be considered. Drop-off, mail, submit via email or fax your proposal to:

Auburn's Neighborhood Matching Grant Program  
Erika Klyce, Neighborhood Programs Coordinator  
25 West Main Street  
Auburn, Washington 98001  
Phone: 253-876-1988  
Fax: 253-288-3132  
Web: [www.auburnwa.gov](http://www.auburnwa.gov)  
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